



## Administrator

### Application Information and Job Description

#### Application Information

**Reports to:** Executive Producer

**Salary:** £28k pro rata

**Contract:** Permanent. Subject to a 12 months review period.

Part-time 0.4 - 16 hours per week (2 days).

Flexible working available Flexible working is available except for Mondays which are an in-office day for the team.

**Annual Leave:** 25 days (plus 8 statutory bank holidays) pro rata

**Working with:** FutureEverything Senior Management Team, Finance & Admin Manager, Producer, Associate Artist, Comms Manager

**Office location:** Manchester city centre & working remotely.

#### Application deadline: 9.00am, Monday 21st March

**Application process:** Please submit the following documents as PDF attachments:

- I. CV - 2 sides A4 max
- II. Cover letter detailing why you are interested in the role, and outlining how you meet the criteria in the Job Description (600 words max)
- III. Equal Opportunities Form\*

\*All information provided in the Equal Opportunities Form will be treated in the strictest confidence and held separately for reporting purposes. This information does not form part of the selection process.

Please send all the above to: [wanja@futureeverything.org](mailto:wanja@futureeverything.org) by 9.00am, Monday 21st March

**We particularly welcome applications from those with disabilities (both seen and unseen), LGBTQ, and Black and Minority Ethnic candidates, as they are under-represented across the arts and culture sector.**

**Shortlisted candidates:** to be confirmed by Monday 28 March by phone or email (as we receive so many applications, if you have not been contacted by this date please assume that you have not been successful on this occasion)

**Interviews:** Monday 04 & Tuesday 05 April

**Appointment:** candidates will be informed of the outcome by w/c 11 April



**Expected start date:** the successful candidate will be expected to take up the post within a month if possible (negotiable)

We will be able to provide feedback for interviewed candidates, upon request. We will not be able to provide feedback on applications from candidates who are not invited to interview.

### **Access Support**

We are committed to ensuring our opportunities are open for people who experience barriers to inclusion. We recognise that you might need additional support to participate in the application and/or interview, whether that is technical equipment, access support or adjustments to the process. If you require any support or adjustments, please contact us on [wanja@futureeverything.org](mailto:wanja@futureeverything.org)

### **About FutureEverything**

FutureEverything is an award-winning cultural organisation established in 1995, which has helped shape the emergence of digital culture in Europe. Based in Manchester (UK), our work explores the intersection of art, technology and society through bold new art commissions, living labs, participatory design and public events. Evolving from annual festival to innovation lab and cultural organisation, we're passionate about bringing people together to discover, share and experience new ideas for the future, while critically reflecting on current issues and the world around us.

Our mission is to empower communities and organisations to harness art and technology to create positive change in the world. Through a curated programme of events, art commissions, critical conversations, collaborative projects and prototyping, FutureEverything pushes creative boundaries and stimulates new ways of thinking, across a diverse range of sectors, disciplines and audiences. Taking an action-research, artist-led and human-centred approach, FutureEverything is passionate about bringing people together to discover, share and experience new ideas for the future, creating opportunities to question and reflect on the world around us. Our work is international from US, Qatar, Singapore to Europe, Russia and Taiwan, and we have worked with prestigious and exciting partners including British Council, Ars Electronica Linz, Onassis Foundation, Sonar, CTM and many more.

## **Job Description**

### **Purpose and Role**

As we enter into an exciting growth period, we are looking for an Administrator to play a key role in the co-ordination and administration of the organisation and the delivery of its obligations to funders and key stakeholders.

The Administrator will be responsible for two key elements of FutureEverything's organisational structure: support with the day-to-day operations and project delivery, and the development and management of a data gathering and analysis model to understand our audiences and participants in more depth.

The Administrator will work closely with the Finance & Admin Manager and the Executive Producer, supporting the day-to-day operations of the organisation and the implementation of audience analysis and impact assessment.

This is an exciting opportunity for someone who, ideally, has an interest in arts and culture, and experience of administrative co-ordination and project management. You will be thorough and precise in your approach and comfortable with multi-tasking and working from your own initiative.

### **Main areas of responsibility**

The Administrator role will implement the following areas of responsibility, which are currently in line with the organisation's deliverables:

#### **Company Management & Administration** (working with the Finance & Admin Manager):

- Support with the day-to-day operations to include: management of staff 365 accounts, organising of shared team Google Drive, archiving, personnel record keeping
- Support the administration of the organisation and programme
- Support the implementation of administrative systems for the organisation
- Support with communication with the Board of Trustees to include: assisting in preparation of Board & Management papers, recording and reviewing of meeting minutes, travel arrangements and hospitality towards board meetings

#### **Audiences** (working with the Comms Manager and Executive Producer):

- Develop and manage a data gathering and analysis model to capture information about our audiences and participants

- Collate and interpret data towards reporting and obligations for our funding streams and Community Interest Company (CIC) status
- Develop and manage an impact assessment model to generate narratives around the organisation's programme

Human Resources (working with the Finance & Admin Manager & Executive Producer):

- Support on core staff and freelancers relationships including recruitment, contracts, induction, welfare, training, personal development, disciplinary and grievance issues
- Support on ensuring HR practices are adhered to including performance reviews, training and CPD across all staff.
- Support the implementation of all staff contracts, a staff handbook, and a positive company culture for the organisation with clear expectations and boundaries

Policies and Procedures (working with the Administrator & Executive Producer):

- Support on the development and updating of company policies in accordance with the legal and best practice
- Support with the handling of data and data protection, including policies and procedures
- Support with Health & Safety to include: delivery of staff and freelancer inductions, staff training, DBS system

### **Skills and Experience**

The criteria below indicate the qualities that are essential, and desired, for the successful applicant:

**Essential**

- Experience of administration and day-to-day operations
- Familiarity with Office 365, Google Drive, and other software applications
- Experience of developing and implementing new administrative systems
- A basic understanding of impact assessment tools
- Experience of data gathering and analysis
- Experience of human resources systems including recruitment, contracts, and inductions

**Desirable:**

- Experience of working in arts & culture
- Experience of working and communicating with Board members
- Experience of Arts Council of England's Audience Survey
- Experience of collating and interpreting data for reporting purposes
- Understanding of developing policy and procedures for organisational infrastructure
- Basic understanding of data protection

**Ideal candidate profile**

- Minimum of 5 years working in administration and company management
- Experience of working in the arts & culture sector
- Experience of developing and implementing new administrative systems
- Ability to work independently and on their own initiative
- Ability to multi-task across multiple projects
- Excellent written and spoken English
- Eligible to work in the UK

**Salary and probationary period**

The salary for this role is £28k p/a pro rata at 2 days per week (0.4).

The organisation operates a fair and equal pay policy.

Hours - 16 hours per week - FutureEverything has a wide range of projects happening at different times, with many of our events taking place during evenings and weekends. Additional hours may be required during intense periods of work. We do operate a TOIL (time off in lieu) policy to ensure this time is taken back effectively. We aim to support all staff to work flexibly and according to their capacity and work closely with staff members to ensure a manageable workload.

This role and function will be reviewed quarterly for 12 months. The probationary period is 3 months.

**Reporting to:**

Chris Wright, Executive Producer.

**Attachments**

[Equal Opportunities Form](#)